

Re: New credit card

**Subject:** Re: New credit card  
**From:** Katie Kiefer <katie@southpark.la>  
**Date:** 12/28/2016 08:02 PM  
**To:** Robert Buente <bbuente@1010dev.org>  
**CC:** Ellen Riotto <ellen@southpark.la>, Marcus Lieber  
<Marcus.Lieber@armaninoLLP.com>

Bob – was doing some housekeeping and came across our Wells Fargo point of contact for our accounts. Unsure if you deal directly with Brandon but wanted to pass it along if he'd be helpful with the CC transition.

Brandon Muhammad, Business Relationship Manager

415-357-6605

[brandon.n.muhammad@wellsfargo.com](mailto:brandon.n.muhammad@wellsfargo.com) <<mailto:brandon.n.muhammad@wellsfargo.com>>

Katie Kiefer

South Park BID

1100 S. Flower St., Suite #3400, Los Angeles, CA 90015

o. 213 663 1120

24/7: 866 560 9346

From: Katie Kiefer <[katie@southpark.la](mailto:katie@southpark.la)>  
Date: Monday, December 19, 2016 at 3:46 PM  
To: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org)>  
Cc: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la)>, Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)>  
Subject: Re: New credit card

Have a feeling if we don't close out Jess' name on the account we are going to run into future problems. If changing ownership is doable, thinking that might be the best approach? If changing ownership isn't possible, this is a non-issue and we need to get new cards that aren't attached to Jess.

What has the bank said is the best approach due to Jess leaving and needing to transition detail to a new ED of a business?

Re: New credit card

Katie Kiefer

South Park BID

1100 S. Flower St., Suite #3400, Los Angeles, CA 90015

o. 213 663 1120

24/7: 866 560 9346

From: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org)>

Date: Monday, December 19, 2016 at 3:42 PM

To: Katie Kiefer <[katie@southpark.la](mailto:katie@southpark.la)>

Cc: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la)>, Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)>

Subject: Re: New credit card

So I should request a card for Ellen and a card for the BID?

Robert Buente

President/CEO

1010 Development Corporation

On Dec 19, 2016, at 3:07 PM, Katie Kiefer <[katie@southpark.la](mailto:katie@southpark.la) <mailto:katie@southpark.la>>  
> wrote:

Noted on the new card and "black box" idea.

Only problem is the "South Park BID" card still falls under Jess' "ownership." That card will need to get transferred to a new owner and we are running into problems with needing a pin connected to the card for certain in-store purchases. The chip on both debit cards doesn't allow you to use them in some stores without a pin. But Jess is still attached to the office CC.

Katie Kiefer

South Park BID

1100 S. Flower St., Suite #3400, Los Angeles, CA 90015

Re: New credit card

o. 213 663 1120

24/7: 866 560 9346

From: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >  
Date: Monday, December 19, 2016 at 3:02 PM  
To: Katie Kiefer <[katie@southpark.la](mailto:katie@southpark.la) <mailto:katie@southpark.la>> >, Ellen Riotto  
<[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >  
Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
<mailto:Marcus.Lieber@armaninoLLP.com>> >  
Subject: RE: New credit card

Transferring "ownership" sounds like a huge hassle. Let's stick with the original plan of putting the existing cards in a "black box" and only using the new card that will be issued to Ellen for day to day stuff. New PIN numbers will be unnecessary as the BID will only be using Ellen's card. Once Ellen gets her card I'd suggest you migrate all the recurring payments to the unassigned card from Jessica's card. Once you've completed this migration we'll cancel Jess's card.

Ellen will get a new card with a new acct number.

Robert Buente

President/CEO

1010 Development Corporation

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213-749-0214 x202 (o)

213-749-3098 (f)

From: Katie Kiefer [<mailto:katie@southpark.la>]  
Sent: Monday, December 19, 2016 2:59 PM  
To: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >; Ellen  
Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >  
Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
<mailto:Marcus.Lieber@armaninoLLP.com>> >  
Subject: Re: New credit card

Re: New credit card

May we hold off until first of the year so Jess can complete the following:

- ? Have WF issue a replacement card with Ellen's name
- ? Add pin numbers to both debit cards
- ? Transfer her ownership of the accounts to Ellen or Bob or both?

Thoughts?

Katie Kiefer

South Park BID

1100 S. Flower St., Suite #3400, Los Angeles, CA 90015

o. 213 663 1120

24/7: 866 560 9346

From: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <<mailto:bbuente@1010dev.org>> >  
Date: Monday, December 19, 2016 at 2:33 PM  
To: Katie Kiefer <[katie@southpark.la](mailto:katie@southpark.la) <<mailto:katie@southpark.la>> >, Ellen Riotto  
<[ellen@southpark.la](mailto:ellen@southpark.la) <<mailto:ellen@southpark.la>> >  
Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
<<mailto:Marcus.Lieber@armaninoLLP.com>> >  
Subject: RE: New credit card

Katie:

I spoke with our Wells Fargo banker just now and he said that the cards issued to Jessica and their associated PIN numbers, if any, could only be changed by Jessica.

Bummer!

Take care

Bob

Re: New credit card

Robert Buente

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213-749-0214 x202 (o)

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From: Katie Kiefer [<mailto:katie@southpark.la>]

Sent: Monday, December 12, 2016 11:21 AM

To: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >; Robert Buente  
<[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >

Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
<mailto:Marcus.Lieber@armaninoLLP.com>> >

Subject: Re: New credit card

Both debit cards are tied to accounts with reoccurring payments, plus vendors have these card details on hand when making orders. South Park BID #4401 and Jess' #4984 are both platinum debit cards.

Agree with Bob's idea of opening another debit card with Ellen's name and storing Jess' card until I can get all autopay details transferred over.

When setting up Ellen's card, can you revisit adding pin numbers to both cards? The chips on these cards are causing problems in some stores since we haven't setup pins. But only Jessica, who's name was on the account, could make that change.

Katie Kiefer

Re: New credit card

South Park BID

1100 S. Flower St., Suite #3400, Los Angeles, CA 90015

o. 213 663 1120

24/7: 866 560 9346

From: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >  
Date: Monday, December 12, 2016 at 11:12 AM  
To: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >  
Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com) <mailto:Marcus.Lieber@armaninoLLP.com>> >, Katie Kiefer <[katie@southpark.la](mailto:katie@southpark.la) <mailto:katie@southpark.la>> >  
Subject: Re: New credit card

Looping Katie in.

Ellen Riotto

Interim Executive Director

<image001.png>

South Park Business Improvement District

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Instagram/Twitter: @southparkla

24/7 DISPATCH: 866-560-9346

From: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >  
Date: Monday, December 12, 2016 11:06 AM  
To: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >  
Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com) <mailto:Marcus.Lieber@armaninoLLP.com>> >  
Subject: RE: New credit card

Do we use the South Park BID debit card? Do we have any auto payment accounts tied to that card?

Re: New credit card

Robert Buente

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213-749-0214 x202 (o)

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From: Ellen Riotto [<mailto:ellen@southpark.la>]

Sent: Monday, December 12, 2016 11:04 AM

To: Robert Buente [bbuente@1010dev.org](mailto:bbuente@1010dev.org) [<mailto:bbuente@1010dev.org>](mailto:bbuente@1010dev.org) >

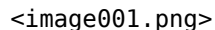
Cc: Marcus Lieber [Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
[<mailto:Marcus.Lieber@armaninoLLP.com>](mailto:Marcus.Lieber@armaninoLLP.com) >

Subject: Re: New credit card

Apologies. According to Katie, Jess only had a debit card. And then there's another debit card with "South Park BID" on it.

Ellen Riotto

Interim Executive Director



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From: Robert Buente [bbuente@1010dev.org](mailto:bbuente@1010dev.org) [<mailto:bbuente@1010dev.org>](mailto:bbuente@1010dev.org) >

Date: Monday, December 12, 2016 11:01 AM

To: Ellen Riotto [ellen@southpark.la](mailto:ellen@southpark.la) [<mailto:ellen@southpark.la>](mailto:ellen@southpark.la) >

Re: New credit card

Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
<<mailto:Marcus.Lieber@armaninoLLP.com>> >  
Subject: RE: New credit card

Let me correct myself...I'm certain Jess has "lots" of credit cards but did you specifically have a South Park credit card?

Robert Buente

President/CEO

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213-749-0214 x202 (o)

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From: Ellen Riotto [<mailto:ellen@southpark.la>]  
Sent: Monday, December 12, 2016 10:59 AM  
To: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <<mailto:bbuente@1010dev.org>> >  
Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
<<mailto:Marcus.Lieber@armaninoLLP.com>> >  
Subject: Re: New credit card

OK thanks.

No, I have neither a credit card nor a debit card in my name.

Ellen Riotto

Interim Executive Director

<image001.png>

South Park Business Improvement District

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Re: New credit card

8147 [ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la> | o. 213 663 1110 | c. 401 439

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Instagram/Twitter: @southparkla

24/7 DISPATCH: 866-560-9346

From: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >  
Date: Monday, December 12, 2016 10:58 AM  
To: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >  
Cc: Marcus Lieber <[Marcus.Lieber@armaninoLLP.com](mailto:Marcus.Lieber@armaninoLLP.com)  
<mailto:Marcus.Lieber@armaninoLLP.com>> >  
Subject: RE: New credit card

Ellen:

No...we put Jess's card in a drawer and forget about it. We can still use it.  
Going forward you and Katie can change the account number on automated payments as  
necessary or when you have time.

Do you have a debit card in your name? If not I'll call our banker and start the  
process of getting you one.

Take care

Bob

Robert Buente

President/CEO

1010 Development Corporation

1001 South Hope Street

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[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>

213-749-0214 x202 (o)

Re: New credit card

213-749-3098 (f)

From: Ellen Riotto [<mailto:ellen@southpark.la>]  
Sent: Monday, December 12, 2016 9:53 AM  
To: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >  
Subject: Re: New credit card

So we'll have to change the cc number on all the accounts that have automated payment?

Let me know if/what you need me to do in order to get this done.

Thanks!

Ellen Riotto

Interim Executive Director

<image001.png>

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Instagram/Twitter: @southparkla

24/7 DISPATCH: 866-560-9346

From: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <mailto:bbuente@1010dev.org>> >  
Date: Sunday, December 11, 2016 4:53 PM  
To: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >  
Subject: Re: New credit card

I doubt if we can transfer Jessica's card to you. I think what we'll have to do is get you a cc in your name and keep Jessica's as a back up

Get Outlook for iOS <https://aka.ms/o0ukef>

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From: Ellen Riotto <[ellen@southpark.la](mailto:ellen@southpark.la) <mailto:ellen@southpark.la>> >

Re: New credit card

Sent: Friday, December 9, 2016 4:06 PM  
Subject: New credit card  
To: Robert Buente <[bbuente@1010dev.org](mailto:bbuente@1010dev.org) <<mailto:bbuente@1010dev.org>> >

Hey there,

Hope you had a good time last night. I think it was a success, and Jess seemed happy.

Checking in about getting a credit card with my name on it. Katie is requesting that we keep the number since a lot of our accounts are tied to it. Is that possible?

Let me know what you need from me in order to get this done, or if it's something I should be handling.

Thanks,

Ellen

Ellen Riotto

Interim Executive Director

<image001.png>

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